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CONTRACT FOR SERVICES OF

LEGAL REPRESENTATION

**CONTRACT OF LEGAL SERVICES**

This is a contract for legal services between [Subtítulo del documento], hereinafter called **Client**, and the Legal Offices of **MIRA LAW GROUP, APC**, hereinafter called **Attorneys**.

The Client agrees on contracting the **Attorneys** to be represented by them in the following legal proceeding:

1. **Legal representation in favor of:**

{#clients}

* **{name\_client} ({role\_client})**

{/clients}

Before the United States Customs and Immigration Services (***USCIS***):

{#services}

* + - {#hasText1}{service\_text1}{/hasText1}{#hasBoldUnder1} **{service\_boldunder1}**{/hasBoldUnder1}{#hasText2} {service\_text2}{/hasText2}:

{#applications}

{@complexXml}

{/applications}

{/services}

1. **Fees, payment method, and late payment.**

The **Client** agrees to pay the **Attorneys** the following professional fees for the legal services as follow:

Fixed amount of **${contractTotalAmount}**

* 1. Deposit of **${downPaymentAmount**} to be paid on the date {dateDownPayment}**.**
  2. **{numberOfMonthlyPayments}** monthly and consecutive installments  **of ${monthlyPaymentsfirsta}** each, for a grand total of **${mpTA}** These payments must be made on the following dates**:**

|  |  |  |
| --- | --- | --- |
| N° | Date | Amount |
|  | {#mp}{date} | $ {amount}{/} |
| TOTAL | | **$** **{mpTA}** |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read, understood, and voluntarily authorized the payment plan that has been issued for my contract. Therefore, I understand that the offices of **Mira Law Group, APC** will make **{numberOfMonthlyPayments}** consecutive monthly collections of  **${monthlyPaymentsfirsta} each,** for a grand total of **${mpTA}**, payable from **{monthlyPaymentsfirstd}** to **{monthlyPaymentslastd}**.

An additional \_\_\_\_\_\_\_\_\_\_ fee will be required if Form **I-912** is submitted at the customer's request. This fee will be paid when the application is submitted to USCIS. \_\_\_\_\_.

The client authorizes the fees aforementioned to be charged to the following credit/debit card:

AUTOMATIC PAYMENTS WITH CREDIT/DEBIT CARD

"Use solely with client's consent."

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, state expressly and consciously that I authorized **The Mira Law Group, APC**, to charge automatic monthly fees on my credit or debit card, thereby providing here the information of my card:

Type of Card: Credit / Debit

* Visa
* Master Card
* American Express
* Discover Card

State only the last 4 digits of the card number and the expiration date

Card Number: \*\*\*\* \*\*\*\* \*\*\*\* \_\_\_\_\_

Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CVC / Card Verification Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mira Law Group, APC**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**{uppcase\_full\_name\_principal}** **Date**

The professional fees of this contract must be paid for the grand total agreed upon, on the stated dates and in favor of **Mira Law Group, APC**. Furthermore, the "Client" will be able to fulfill it using cash, credit card, check, or Money Order. \_\_\_\_\_

**The Mira Law Group, APC** informs the "**Client**" that they can eventually demand Late Payment Fees (LPF). Said fees shall operate as follows: Commencing from the date of payment, the "Client" counts with a period of three days to fulfill the monthly payment without any kind of additional fee. Granted that the payment is presented on the fourth day, it must be paid with an additional amount of $35.00 as LPF. Therefore, the "Client" understands that every time the monthly payment is presented untimely (under the restrictions aforementioned), a late payment fee is going to be charged. \_\_\_\_\_

The "**Client**" understands that paying $35.00 is part of the obligations, every time a check is returned by the bank for any motive. \_\_\_\_\_

Additionally, for purposes of this contract, it is clarified the form to count the days of the time period in the preceding clause. The counting begins the following day of the date of payment. That would be the first day. The subsequent two days complete the time period. If any of the days is a weekend, holiday, or vacation, it is always applicable in the counting. In other words, this reason is not considered a reasonable exemption in the counting of the time period and does not remit the LPF.

1. **Included services and additional expenses.**

The "Client" understands that this contract solely covers the aforementioned services therein. It is clarified that resorting to adverse decisions for the "Client" issued by the United States Customs and Immigration Services (USCIS) or any other government entity from which information is petitioned during the process, is not part of the services included in this contract. Therefore, the appeal or administrative or judicial review constitutes an additional fee, unless stated otherwise in the contract. Furthermore, if at any moment, would there be alterations in the law or circumstances, that grant the "Client" to be eligible for new immigration reliefs, it must be understood that it would not be included in the services of this contract. Thereby, the "Attorneys" together with the "Client" must agree upon a new contract and fees. \_\_\_\_\_

Regarding the translations aforesaid (Spanish- English), which were to be necessary to support the case of the Client, these would cost an amount of **$20.00** per page, and the total amount for the translations will be added to the feasible invoice of administrative expenses that shall be paid; nevertheless, it will not incur in additional fees for translation services. \_\_\_\_\_

The Client comprehends that conceding that the case with the office is closed in administration due to a lack of cooperation regarding late payments, direct and timely communication with the attorneys or team members of **The Mira Law Group, APC,** a payment of **$500.00** must be performed to reopen and continue with the work thereof, said charge is not forgivable under any circumstance. Moreover, the late monthly payments with the respective late fee shall be issued at the same time and as a lump sum. \_\_\_\_

The **Client** understands The **Mira Law Group, APC** is being hired and that all the "Attorneys" and assistants of **Mira Law Group, APC** can work on the case. \_\_\_\_\_

The "**Client**" understands that the "Attorneys" incur reasonable and/or necessary expenses during the exertion of the legal representation. Reasonable and/or necessary expenses being, to provide an example: copies, translations, mail, certifications, expert's fees, travel expenses, etc. These expenses shall be reflected in detail in a single invoice, which by virtue of this contract will be called "Admin Fees". This is an additional expense that must be covered by the "Client", to be paid in favor of **Mira Law Group, APC**. There are two moments to perform the payment, first is immediately after the presentation of the package of applications is finalized at USCIS, DHS, ICE, or a suitable governmental organization. The second one is right after having paid the last installment of the fixated amount of this contract. \_\_\_\_\_

The "**Client**" is aware that all the necessary fees, charged by the governmental organizations to accept applications for immigration relief or immigration benefits, **are not** included in the fees of this contract. In the case of Citizenship, the "Client" understands that they shall be responsible for paying the expenses to submit the application. The amount will be $\_\_\_\_\_\_\_.00\_\_\_\_\_\_

The "**Client**" understands that the contract professional fees only include the preparation for an appointment with USCIS. Supposing the USCIS requires more than one with the "Client", the amount of $500.00 per interview must be paid. \_\_\_\_\_\_

The "**Client**" understands that the contract professional fees do not cover the services provided by experts (doctors, psychologists, or any other professional) that are needed to present the case before USCIS or any other governmental organization. This is an additional expense that falls under the responsibility of the "Client" to cover it. \_\_\_\_\_

A Request for Evidence (RFE) can be requested by USCIS. This occurs when the evidence provided is not sufficient. Therefore, the petition is subject to an appraisal of the governmental organization. In the event of it being required, the Petition generates an additional fee that the "Client" must cover, paying in favor of **Mira Law Group, APC**. The amount of money being charged to the "**Client**" is determined by multiplying the extra hours worked by the employees (hours that the "Attorneys" and legal assistants invest to present the new evidence) and the value of a work hour of the "Attorneys" and legal assistants. \_\_\_\_\_

In the event of the "**Client**" having a criminal record either with detentions or arrests, it will be necessary to request a Final Disposition of each arrest, issued by the judge in Court. If the "Client" does not attend to the matter of personally requesting the Final Disposition, and requires **Mira Law Group, APC** to request it to the judge, there will be an additional charge, which is the responsibility of the "Client".

The appointments with the "**Attorney**" or with the employees of **Mira Law Group, APC**, that are needed to work on the case of the "Client" do not have any additional cost (it is clarified that this only applies to the appointment directly related to any of the services described in the section of legal representation of this contract). Appointments to deal with different matters shall be charged for an amount of $150.00 per consultation. On the occasion that the "Client" does not appear at scheduled appointments and does not provide notice of cancellation 24 hours before the appointment, an amount of $150.00 each will be charged. \_\_\_\_\_

The "**Client**" understands that, after the completion of the case, the archive or file of the case can be requested. Supposing that the "Client" prefers to leave the archive with the "Attorneys", a fee of $50.00 will be charged every time the archive is requested. The foregoing corresponds to the costs of the storage and transport of the archive. \_\_\_\_\_

1. **Record of the "Client"**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affirm that I have been arrested or detained in the United States by the Police \_\_\_\_\_ times and by ICE or BP \_\_\_\_\_ times. Likewise, I affirm that I \_\_\_ (have/have not) \_\_\_ been in contact with the Department of Homeland Security (DHS) in the past. \_\_\_\_\_

It is of great importance for the "**Attorneys**" to know, from the beginning, the complete record of the "**Client**". The information must be true, solely in that sense will it be useful and effective to create the best strategy for this case. The alteration or omission of information by the "Client" shall have unfavorable consequences that will affect this contract, the proceeding, and even the final decision thereof. \_\_\_\_\_

By virtue of the foregoing, the "**Attorneys**" also require records that enable them to meet the previous or current circumstances of the "**Client**". The requested records are: *DOJ,* FBI, and FOIA*.* DOJ and FBI request a fee paid at the institution where is being requested. For the first one, an amount of $25.00 is paid to the Department of Justice (DOJ), and for the second one, an amount of $18.00 to the FBI. A petition pursuant to the Freedom of Information Act (FOIA) is also requested forthwith to the relevant governmental office. On the occasion that the "Attorneys" determine in the future that these records are necessary once again, due to new encounters of the "**Client**" with the Police, Immigration, or any other governmental organization, the "Client" is to pay the amount of $350.00 (FBI and DOJ) or 500.00 (FOIA) for the work of the "Attorneys", in addition to the fee of the relevant agency, to process the petition. \_\_\_\_\_

1. **Responsibilities of the "Client"**

The "**Client**" understands that this contract gives rise to an array of responsibilities that must be fulfilled. On the occasion that the contract admits beneficiaries, the persons must also be subjected to the clauses of this section and any other in this contract. Hereinafter, each one of the responsibilities is listed and specified:

The "**Client**" is obliged to provide the information and documentation requested in a complete and truthful manner. Any information or documentation that is not conveyed with the "Attorneys" and is considered prejudicial, a risk to the case, or results in the denial thereof will be solely the responsibility of the "**Client**". \_\_\_\_\_

The "**Client**" understands that there is a responsibility of notifying the "Attorneys" immediately after changing address, telephone number, email, etc. \_\_\_\_\_

The "**Client**" understands that there is a responsibility to notify the "Attorneys" of any change in marital status or family status, marriage, divorce, separation, the birth of children, etc. \_\_\_\_\_

The "**Client**" is obliged to notify the "Attorneys" immediately after any detention, arrest, or criminal conviction carried out by immigration. \_\_\_\_\_

The "**Client**" has the obligation to cooperate with the "Attorneys" to complete the documentation and applications needed in compliance with the contract. The "Client" also has the responsibility to appear in the appointments with the "Attorneys". \_\_\_\_\_

The "**Client**" understands the obligation to attend all the appointments with USCIS. Failure to do so, the Immigration Officer is qualified to order the denial of the application. \_\_\_\_\_

The "**Client**" comprehends that one of the responsibilities is to pay, in its entirety, the professional fees agreed upon in this contract. It is clarified to the "Client" that the complete payment of the fees is notwithstanding the final decision of the case. Meaning that the "Client" understands that the best efforts of the "Attorneys" will be exercised to obtain the desired results. Nevertheless, the hired legal services **do not possess** any **guarantee of success**. Therefore, the "Attorneys" by no means can ensure the successful result of the case, and the fees are charged for the work being executed by the "Attorneys" on behalf of the client to submit the relevant applications for the immigration relief desired. \_\_\_\_\_

The "**Client**" is aware that one of the responsibilities is to pay the necessary and/or requested amounts of money to the governmental organizations to accept the applications for immigration relief and immigration benefits. \_\_\_\_\_

1. **Rights of the "Client"**

The "**Client**" is aware that this contract grants the following right:

The **Client** has the right to be informed about any important development in the case. \_\_\_\_\_

The "**Client**" has the right to be consulted and to consent to any kind of action that **Mira Law Group, APC**, desires to carry out by means of legal representation in favor of the client. \_\_\_\_\_

The "**Client**" has the right to complete confidentiality and discretion in regard to all the disclosed information in the case. \_\_\_\_\_

The "**Client**", once the case is completed, has the right to acquire the archive free of charge. \_\_\_\_\_

The "**Client**" has the right to receive effective and ethical legal representation executed on his behalf.

1. **Eligibility, Termination of contract, and New Immigration Relief.**

All new information or evidence, after receiving the reports or records of the "Client" (proceeding from governmental institutions, i.e., FOIAS, FBI, DOJ, etc.). that, in addition, was not shared by the "**Client**" and makes the client inadmissible and/or ineligible for the immigration relief being applied to, requires new strategies that shall be discussed or agreed upon with the "Attorneys". The termination of this contract, the signing of a new contract, and new fees shall be necessary. \_\_\_\_\_

The "**Client**" is informed that any change in his marital or legal status (arrests, divorces, death of family members, etc) can alter the eligibility to qualify for specific immigration reliefs. Therefore, the "**Attorneys**" have the right to modify or terminate this contract, once the "Client" has been notified, if the changes in the "**Client**" circumstances affect the work agreed upon in this contract. \_\_\_\_\_

The lack of cooperation and communication from the "**Client**" empowers the right of the "Attorneys" to terminate this contract. \_\_\_\_\_

On the occasion that the "**Client**" does not fulfill the payments for longer than 60 days, the "**Attorneys**" shall have the right to terminate this contract and, thereby, terminate the Legal Representation of the "**Client**" before the Court of Immigration or the relevant governmental institution. \_\_\_\_\_

Provided that the Contract is terminated before the completion of the case, the "**Client**" will pay the "**Attorneys**" the following fee: $300.00 per hour of work done. \_\_\_\_\_

Moreover, on the existence of a conflict between the "**Client**" and the "**Attorneys**" preventing an effective and ethical representation in favor of the former, the attorneys will withdraw from the case and shall charge for the work done. This is also applicable conceding that there was a conflict between the clients. The fee in both cases is determined by the foregoing clause. \_\_\_\_\_

1. **Final Clause**

The "**Client**" states that they have provided their free consent to hire the legal services of **Mira Law Group, APC**. Furthermore, the contract was written in Spanish, as that is the preferred language of the client. The entire document has been read in a clear, complete, and uninterrupted manner, thus achieving an understanding of all the clauses set forth herein. Therefore, the client knows the rights and responsibilities held and is not able to claim ignorance of the stipulations. And, to certify compliance in view of everything priorly stated, signs.

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mira Law Group, APC**.